



DEPARTMENT OF THE NAVY
DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 12752.2
Code N254
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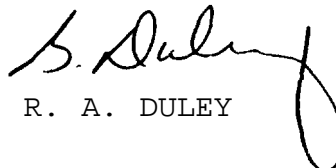
NAVRESINFOSYSOFF INSTRUCTION 12752.2

From: Director, Naval Reserve Information Systems Office

Subj: ADMINISTRATIVE GRIEVANCE PROCEDURES

Ref: (a) HRONOLAINST 12771.3

1. Purpose. To issue administrative grievance procedures involving civilian employees assigned to the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF).
2. Policy. Grievred matters will be given objective consideration and disposed of promptly. The procedures outlined in reference (a) will be implemented as policy for NAVRESINFOSYSOFF personnel.
3. Information
 - a. Employees who believe they have been treated unfairly have a right to present their grievances to management officials for consideration and resolution. They may do so on their own behalf or may choose to be advised and represented by another individual.
 - b. Employees may file grievances on almost any matter of concern or dissatisfaction that relates to their employment and is under the control of Command management. Reference (a) provides specific coverage information.
4. Deciding Official. Director, Business Management Operations is the deciding official and will make final decisions on administrative grievances originated within NAVRESINFOSYSOFF. In the event the deciding official had a previous direct interest in the matter being grievred or had an earlier involvement in the grievance or the events giving rise to the grievance, the Director, Naval Reserve Information Systems Office will make final decision.


R. A. DULEY

NAVRESINFOSYSINST 12752.2

Distribution: (NAVRESINFOSYSINST 5216.1)

List A

List B

List C